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# **Publications Distribution Coordinator**

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## **Position Statement**

Organizes and maintains mitigation publications inventory and manages the distribution to Disaster Recovery Centers (DRC), Mobile Mitigation Assistance Vehicles (MMAV), Community Meetings, Special Events and various state, county, and city officials. Maintains an orderly and safe publication storage area. Supports the Computer Graphics Technician. Provides feedback to Publication Development Manager on requests and needs from the field. Reports directly to the Publications Development Manager.

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## **Attributes**

### **Knowledge**

Working knowledge of storage/distribution room organization and layout. Fair understanding of mitigation programs, strategies, and techniques. Fair knowledge of FEMA mitigation publications, the FEMA Web site library and current editions of the Mitigation Digital Library CD ROMs. Familiar with residential construction techniques and mitigation measures. Good knowledge of Microsoft Word, PowerPoint, Excel, Adobe Acrobat, PageMaker, PhotoShop and Illustrator. Extensive knowledge of printing and production of documents, signs, posters and other types of mitigation promotional materials.

### **Skills and Abilities**

- ☐ Ability to assemble computer peripherals.
- ☐ Efficient and highly skillful in using publication application software.
- ☐ Expert in desktop publishing and printing with a concentration on graphic design.
- ☐ Possesses good writing and editing skills.
- ☐ Creative and effective graphic presentation skills.
- ☐ Can effectively manage multiple complex projects.
- ☐ Using effective interpersonal, administrative, leadership, team building, skills.
- ☐ Makes logical and mission oriented decisions and readily accepts responsibility for actions and uses good problem solving techniques.
- ☐ Can operate comfortably under stressful conditions in a politically sensitive environment and manage work related stress conditions.
- ☐ Establishes priorities, appropriately delegates responsibilities and authority and is an effective problem solver.

## **Duties**

- ☐ Make publication list to fit the disaster situation and audience.
- ☐ Inventory and order publications from FEMA as needed.
- ☐ Assist in establishing publication storage and distribution procedures
- ☐ Provide guidance in the choice of mitigation materials.
- ☐ Assist with arranging the printing of site-produced mitigation materials with the FEMA DFO logistics section, local printers and the Government Printing Office (as appropriate).

- ❑ Respond to mitigation publications requirements for Community Relations, DRCs, Mobile Mitigation Assistance Vehicles, Volunteer Agencies, special events, schools, community groups, local and state officials, FEMA staff and other distribution needs.
- ❑ Assist Computer Graphics Technician as required with graphics and publication support for Mitigation Division staff.
- ❑ Document mitigation materials delivery and report to PDM.
- ❑ Maintain a log of activities for After-Action Report and Situation Report.
- ❑ Keep staff informed of available documents.